

FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Finance Division

FROM : Chief, Payroll and Travel Branch

SUBJECT: Discussions with Colonel Lane

DATE: 21 January 1955

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Colonel Lane indicated that with his years of experience he felt quite familiar with payroll and travel operations to start with, since they were pretty much the same in Government offices. I agreed that fundamentally, they are similar, but that our particular operations were complicated above average by the type of job the Agency has been assigned to do and the methods of operation. For example: Use of [redacted] and the decoding problems; Salary in field communications; Variety of deductions made; The frequent overpayments and consequent adjustments necessary because of delays in receipt of information; etc. He said he could fully appreciate these operating problems.

The functions of Travel Section were described to him as audit of vouchers, making advances, follow-up on advances, payment for transportation furnished, obtaining refunds on unused tickets, audit of transportation and storage of household effects under contract, general processing and control of documents, etc.

After a comparatively short discussion of the above and discussion of the T/O for the Branch, number of people actively on duty, recruitment delays, etc., he asked to meet the entire staff of the Branch.

In going through the offices, he occasionally looked at papers on an employee's desk such as a personnel action, leave card, pay record, and change notice, and asked a question or so of the individual about the particular document. He was interested in the posting of the individual retirement credits for the year. A question was raised about the retention of the Form 2806 after its useful period had been served. It was explained that it is necessary to retain the records for reconciliation purposes at the end of the year and for a considerable time thereafter in order to answer frequent questions which arise after separation of the individual. (Note: We have more old retirement records on hand than would normally be currently required because of the efforts put forth last year to completely reconcile the old retirement records. The retirement cards are listed on Records Control Schedule as "Temporary. Dispose when retirement deductions are balanced.")

While in the Travel Section, he met and talked to two representatives of the Audit Office about their possible problems in auditing the travel vouchers. He also looked at the travel voucher form in current use and the Request for Advance. Interest was indicated in whether advances were followed up and he was assured that adequate controls were in effect.

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to see that accountings were submitted. He asked whether employees on duty were sufficient to keep up with the work and I indicated that we were behind because of the lack of a full T/O. He agreed that experienced fiscal or finance employees were in considerable demand and were hard to recruit unless the grades were attractive.

SUMMARY IMPRESSIONS OF HIS VISIT

The employees answered his questions readily and to the point. He was not interested in minute details or problems. He visited casually with a very friendly attitude which pleased the employees. I believe that he was favorably impressed by his visit, that he has become aware of some of our general problems, and that the Branch was operating as well as could be expected with limited personnel. Upon departure, he said he thought he had all the information he needed but might wish to come back. I assured him that we should be glad to help him again at anytime on any further information he might desire.



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